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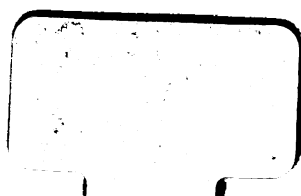


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GRADED LESSONS IN SHORTHAND.

PART I.

KF8324



GRADED
LESSONS IN SHORTHAND.

A SERIES OF EASY STEPS,
SIMPLE, METHODICAL, AND EXHAUSTIVE,
FOR THE USE OF
STUDENTS AND TEACHERS.

IN TWO PARTS.

Part I.

COMPILED, CLASSIFIED, AND ARRANGED BY
MRS. M. ALDERSON CHANDLER,
PRINCIPAL HOME SCHOOL OF SHORTHAND AND TYPE-WRITING, BOSTON.



BOSTON :
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1888.

KF 8384



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BY M. A. CHANDLER.

DEDICATION.

TO THE PUPILS, PAST AND PRESENT, WHOSE SUCCESS
HAS BEEN MY ENCOURAGEMENT, AND, IN A GREAT
MEASURE, MY REWARD; AND TO THOSE WHO, IN THE
FUTURE, MAY COME UNDER MY INSTRUCTION, THIS
LITTLE VOLUME IS DEDICATED,

WITH THE BEST WISHES OF

THE AUTHOR.

PREFACE.

IN these days of multiplicity of methods, one might very appropriately apologize for lumbering the Shorthand world with another, if its claim for "better" rested simply on theory, or unwarrantable self-assertion; but as "The Graded Lessons" have been put to the crucial test of fitting students for practical work within a given time, — from three to four months, — over and over again during the past five years, I cannot but feel, in common with the many familiar with the results of this method, at whose earnest solicitation they are now published, that I am placing before the public a valuable aid to the acquisition of a most valuable art.

What, then, are its claims?

1. The lessons are, not nominally, but in reality, graded lessons, each step being a firm foundation for the next. There are no "missing links," so that at no time in the student's progress does the mind become clouded.

2. It is believed that they are presented in accordance with the laws of mental development, by which the memory is very slightly taxed.

3. The arrangement is such, that after finishing Part I., — which, while simple, is yet complete, — Part II. (by the omission of certain difficult portions, at the discretion of the teacher) can be adapted to the ability of the student; and experience has taught me, as I believe it must teach every thoughtful instructor,

that comparatively few are adapted to the mastery of an "extreme shorthand," while almost any one can be successful with a style less difficult, and yet sufficiently brief for amanuensis purposes.

4. They do not claim to be self-instructing; for, as a rule, "self-taught is badly taught;" and in no study is a competent teacher more necessary.

TO THE STUDENT. — Reliable as this method has been proven to be, let no one depend too much on either method or teacher. The work, remember, must be done by yourself; and the fulness of success can come to you in one way only, — and that is by bringing to the work enthusiasm, energy, perseverance, and invincible determination; by being exacting with yourself, and never calling anything "good enough" that is not the *best* you can do; by putting an object at the end of every hour's practice, and never dawdling over the work to simply kill time; by adopting for your motto, "There is no such word as fail," and never losing sight of it.

Such common-sense measures, directed toward a common-sense method, not only makes failure improbable, but absolutely impossible.

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A specially prepared speed-exercise immediately follows each lesson.

GRADED LESSONS IN SHORTHAND.

ABBREVIATIONS No. 1.

To be learned as required. Use those in parentheses in phrases only.

be, been	he	upon	men
up, hope	general	before	children
go, give, given	which, child	therefore	(AN-HOOK)
kingdom, company	ye	(H-TICK)	than
do, dollar	who	head	(HALF-I)
to, it	all	him, home	thy
very	employ	half	buy
for	how (out)	hath	(HALF-LENGTHS)
advantage	if	his, has	and (hand)
wish, she	in	(WH-TICK)	that
was	have (at)	while	but
us, so	of	when	could
though	high	(FINAL-Y TICK)	good, God
they	the	already	would
think, thing	is, as	Almighty	had
thank	always	(CIRCLES)	what
am, may, more	important	this	should
on, an	importance	these	could not, count
long	large	some, same	cannot
well, will, Lord	hard	(N-HOOK)	about
are, or	now	one	(EXCEPTIONS)
we, with	also	done (do not)	their
you, your	although	then	(much)

Half-lengths that begin above the line, stop half way down ;
those that begin on the line, stop half-way up.

EXERCISE ON ABBREVIATIONS No. 1

1. I will be up long before you have been there. 2. I hope you will come up when they go away. 3. You may go and give to all who have not been given to. 4. There will be a large company in the kingdom. 5. They will do it for a dollar. 6. He cannot see to do it, but you can. 7. Is it very important for me to go up there now? 8. I wish she could see the advantage there is in that. 9. Was the child so long with us? 10. I do not think it is the same thing, though it is much like it. = 102.

1. I thank you for the good you have done. 2. When I am at home, you may always have more. 3. We will go on, and you may come in an hour or so. 4. How long would it take you to do it? 5. If it is the will of the Lord, it is well. 6. Are we to go with you, or with them? 7. He will see you at your home. 8. They all think it an advantage to have him for a general. 9. Which child do you think was so good? 10. Ye know not what ye do. = 94.

1. They employ a large company; do you know who they all are? 2. I do not see how you can get out of that now. 3. If you are not in when I get there, I will see to it. 4. I have one, which I will lay upon the table. 5. Many of the goods were high, but not many of them were good. 6. He is as likely to be here as there. Who has his hat? 7. Although it is not important, I always make it of importance. 8. The oak is large and hard. 9. She is already there, and now I wish to go also. 10. That boy has a good head. We saw him when he was half way home. = 117.

1. You may get this, while I buy some of these. 2. I will get you some of the same. "To him that hath shall be given." 3. How it was done, I do not know, as many of the men were there then. 4. Give me thy hand: I will go before thee, therefore do not fear. 5. You may write that, that way, but do not write there, the same way. 6. I could not go if I would, and would not if I could. 7. God is good. What has that to do with it? 8. How much did you give for this? 9. I should like to know why this could not be done. 10. I cannot see what the children are about. = 117.

PHRASES.

I will be, have been, who have, will be, they will, he cannot, is it, to go, the advantage, there is, so long, the same thing. — I thank you, for the, I am, we will, take you, it is the, of the, are we, with you, to have. — Out of, you are, to your, to be, as there, it is not, I can, she is, has a. — Of these, give you, I will go, that way, the same way, I could not, how much, I should, I cannot, the children.

LESSON I.**POSITION OF OUTLINE.**

Pea, key, fee, thee, bay, pay, paying, gay, show, pshaw, me, lay, way, hay, ha, ma, la, woo, maw, haw, raw, my, lie, rye, why.

Ape, aping, ache, aching, eke, eking, oak, oath, day, nay, neighing, die, tie, tying, nigh, awed, aught, awes, gnaw, gnawing, jaw, daw, saw, sawed, sawing.

Ode, oat, dough, toe, Joe, tea, eat, eating, ease, easy, each, due, sue, new, Jew, chew, ooze, Ann, Abbie, Aggie, at, add, adding, adage, adder.

Beer, fear, shear, feel, peel, beak, beef, peep, peak, peevish, babe, bake, bane, pain, page, cape, cake, cave, cane, cage, gain, gaining, gave, rave, gauge.

Deed, seed, seat, cheat, tease, cheese, deign, sane, sage, died, dine, dying, tide, tight, tine, jewed, chewed, sued, suit, toad, tote, toes, taught, sought, naught.

EXERCISE I.

1. Will you give me the key? 2. Did you pay the fee? 3. He is very gay. 4. I will show you the way. 5. I wish I could go also. 6. What do you see in the rye? 7. Why do you go to-day? 8. Do you see the ape? 9. He would not take the oath. 10. The ape is by the oak. = 56.

1. Do you think he will die? 2. I would like a new tie.
 3. We ought to do so. 4. Joe has hurt his toe with the saw.
 5. Do hear that rat gnaw. 6. Will you come to tea? 7. Ann, do
 you think it is easy? 8. The note is not due. 9. Aggie, is
 that new? 10. Have you heard this adage? = 56.

1. He will take the beer, I fear. 2. I do not feel well to-day.
 3. Beef is good to eat. 4. I would like to take a peep at the
 lad. 5. The child is very peevish. 6. Did you bake the cake?
 7. I have a new cane. 8. Abbie gave it to me. 9. You may go
 with us to the cave. 10. That cape is very long. = 61.

1. That was a good deed. 2. Do you like new cheese? 3. I
 hope you will not tease. 4. Do they think the man is sane?
 5. Is he in very much pain? 6. When shall we dine? 7. The
 tide has gone out. 8. The man was sued to-day. 9. I do not
 like that suit. 10. Who taught you how to do it? = 56.

PHRASES.

Will you, did you, he is, I will, the way, I wish, I could, do
 you, in the, he would, on the. — He will, I would, to do so, with
 the, it is, it is a. — I do not, to take, at the, the child, I have,
 to the. — I hope, very much, shall we.

LESSON II.

DISJOINED VOWELS.

Shoes, shoot, mood, moon, moonlight, boot, boon, coop, route,
 roll, bowl, bone, both, lone, lonely, alone, four, bore, pour, foam,
 book, cook, shook, nook, look, fun, gun, rough, tough, puff.

DOTS.

Bear, pair, fair, care, dare, rare, rarely, wear, hair, where, aware,
 beware, anywhere, nowhere, somewhere, whereas, wherein, whereby,

whereupon, wherefore, met, let, wet, whet, yet, berry, ferry, merry, sherry, ferret, perish, perishing, terror, terrified, terrific.

LAW OF SYLLABICATION.

Pole, polar, sole, solar, mole, Moloch, moat, motive, mode, modiste, soar, sower, boat, botanic, shown, showing, known, knowing, sown, sowing, tone, tony; hole, holy, rogue, roguish, fate, fatally, fame, famous.

THE Y-TICK.

Any, penny, many, bony, pony, rainy, funny, money, honey, sunny, ninny, tiny, tinny, beauty, duty, pity, city, airy, worry, weary, wiry, fiery, anything, any time, any more.

EXERCISE II

1. Handsome shoes may pinch the feet. 2. I will teach you to shoot if you wish me to. 3. Let us go out in the moonlight. 4. Which way are you going? 5. You may give me the soup in a bowl. 6. Do you see that dog gnawing his bone? 7. What a very large boot that is! 8. I will loan you the money soon. 9. Why are you so lonely? 10. How do you like your new book? =72.

1. The cook says it is very good. 2. He shook the carpet very well. 3. Will you let me look at your gun? 4. The sea was very rough. 5. Oak is very tough. 6. I did not care to go to the fair. 7. I would like to have a pair of these vases. 8. "If she be not fair to me, what care I how fair she be?" 9. I do not care which way I go. 10. You should dare to do all that is manly. =80.

1. This china is very rare. 2. I rarely see her now. 3. Where are you going? May I go with you? 4. I was not aware of it at the time. 5. I do not care to go anywhere to-night. 6. It is all right, wherefore do you worry? 7. Sherry is a very light wine. 8. I shall ferret this out as soon as I can. 9. I wish these things would not perish so soon. 10. The child was terrified by the terrific gale. =78.

1. We can get the pears with this long pole. 2. Was that the sole cause of it? 3. What is your motive in doing this? 4. I would like to be shown how to do it. 5. Had I known this, I would not have done as I did. 6. When seed is sown, it is left to come up in its own time. 7. It is said, "It takes a rogue to catch a rogue." 8. I pity the pony, he looks so bony. 9. I will not say anything about it at any time. 10. Why worry so much? it will make you weary.=97.

PHRASES.

Are you, in a, what a, that is, how do you. — Very good, at your, I did not, to have, which way, I go, that is, where are you. — I was, it is all, I shall, as soon as, so soon. — We can, what is your, its own, it is said, I will not.

LESSON III.

TH REVERSED.

Thaw, thawed, thawing, thought, thoughtless, booth, tithe, tithing, lithe, writhe, writhing, death, deathly, deathless, doeth, tooth, toothless, ruthless, berth, worth.

Worthless, worthy, unworthy, beneath, bathe, bathing, bather, soothing, seething, youth, wrath, lath, Athens, athlete, athletic, anthem, loath, loathe, loathing, loathsome.

HOOKS.

Deep, cheap, heap, weep, keep, deal, seal, meal, heal, wheel, chief, thief, thievish, heave, weave, seek, meek, meekness, cheek, weak, wreath, keen, keenly, decay, deacon, bath, bath-room, path, pathway, pathless.

Kill, kick, kin, king, dig, sip, sill, sieve, myth, mimic, rig, wig, wick, tick, attic, bad, bat, bag, back, pack, bang, ballad, ballot, pallid, pansy, vat, fat, Fannie, fancy, vanity.

CONNECTING STROKE.

Aid, aiding, lemonade, cannonade, ate, issue, issues, issued, issuing, issueless, knee, nominee, chaos, bays, pays, nays, rays, ways, lays, allays.

Vain, vainly, vainest, feign, feigning, fail, failing, faileth, faith, faithless, fade, fading, fadeless, evade, evading, radiate, opiate, deviate, alleviate, repudiate.

EXERCISE III.

1. Does it thaw much to-day? 2. Did it not thaw all night? 3. Thoughtless persons give much pain. 4. Can we not soothe this pain in some way? 5. "Youth is lovely; age is lonely." 6. Will you pay a tithe? 7. "Error, wounded, writhes in pain." 8. The soul is deathless. 9. Death should have no terrors for any good man or woman. 10. I shall have my tooth out when I go down town.=68.

1. They gave me a good berth. 2. How much did you say this was worth? 3. This is a worthless book. 4. He is a worthy man. 5. Such an act is beneath her in every way. 6. Do you like to bathe in the ocean? 7. The youth of Athens engaged in athletic games. 8. You may go and see the man nail the lath. 9. I did not enjoy singing that anthem. 10. He was very loath to do it.=73.

1. They all fell in a heap. 2. Will you buy a bag of meal? 3. I can weave this piece in a week. 4. I saw the deacon going up the shady pathway. 5. Will you take a sip of coffee? 6. Things that have gone to decay are put away in the attic. 7. When shall you come back? 8. I would like to hear you sing that ballad. 9. How many times did they ballot? 10. I knew a little child whose name was Pansy.=78.

1. I will get you some lemonade. 2. What the issue will be, I do not know. 3. Who is nominee? I should much like to know. 4. When we were there, all was chaos. 5. It pays to let the sun's rays reach you. 6. Let your motto be, "There is no such word"

as fail." 7. It is not always easy to walk by faith. 8. The sun radiates heat. 9. Do not take opiates ; they will harm you. 10. By the study of medicine, we learn how to alleviate pain.=83.

PHRASES.

Can we, some way, I shall have. — This was, this is a, he is a, every way. — That have, shall you, to hear you, how many. — What the, who is the, we were there, there is no, the sun.

LESSON IV.

VARIABLE CONSONANTS.

M.

Aim, dame, game, shame, name, venom, penman, warm, harm, harmless, beam, beaming, deem, teem, theme, dim, dimly, vim, timid, chimney, dime, time, timely, rhyme, chime, empty, empire, embalm, empower, Emma.

L.

Leap, leaping, leak, leaking, leaky, leakage, league, leave, leaving, leaf, leafy, leafless, lease, leer, leering, lead, leading, lean, leaning, leanness, lip, little, limb, limit, limited, live, living, liver, livery, linen.

Ail, bail, pail, gale, dale, mail, nail, rail, wail, hail, law, laws, laud, laudanum, laurel, ledge, ledger, lodge, lodger, latch, eel, ill, illness, old, knoll, labor, laboring, label, labelling, loading.

R.

Gayer, mayor, layer, weigher, payer, Mary, dairy, wary, chary, Sarah, liar, mire, iron, irony, Irish, pure, cure, fewer, lure, hewer, red, readily, reddish, riddle, rude, rudeness, rudely, retain, retail, retire.

Retiring, retort, real, really, reality, read, reading, ream, rear, remit, rejoice, rejoiced, rejoicing, rejoin, ridge, rigidly, wretch, rich, richer, richly, reach, reached, reaches, reaching, re-check, reap, reeling, reef, reefs, reek.

EXERCISE IV.

1. It shall be my aim to gain a good name. 2. Do you know the name of the dame that we saw in the lane? 3. It is a shame to take time for such an empty game. 4. He is a good penman. 5. I do not like that theme. 6. When you work, work with a vim. 7. That boy is timid. 8. Can you go to the top of the chimney? 9. I will give you a dime if you get here on time. 10. Can you hear the bells chime? = 85.

1. It is not well to leap in the dark. 2. When do you leave the town? 3. I saw the leaf when it fell. 4. Will you get me that leafless bough? 5. What did you get in the mail? 6. Did you see the hail? 7. He wrote very poorly in the ledger. 8. Shall we go to the knoll down in the dale? 9. The label was on the box. 10. Look at the man loading hay. = 70.

1. The mayor would not allow that to be done. 2. We get milk at the dairy. 3. Sarah has gone down to the ship. 4. Life teaches us to be wary. 5. Let us avoid the things that lure to ruin. 6. The air is very pure here. 7. Do you live in the red house? 8. Can you read the book readily? 9. Do you retain what you read? 10. It is now time to retire. = 68.

1. The lady is very retiring. 2. That was a very witty retort. 3. It was in reality very real. 4. When will you remit the money? 5. I rejoice to learn of this. 6. That was a wretched piece of work. 7. Which is the richer of the two? 8. He reached out his hand for the dime. 9. Will you let me know when this reaches you? 10. We reap what we sow. = 65.

PHRASES.

It shall be, that we, with a, can you. — Shall we go. — To be done, what you, it is now. — Which is the, what we.

LESSON V.

VARIABLE VOWELS.

Au in All.

Awn, awning, author, authoress, authority, autumn, bought, balk, paw, pawn, pawning, fought, fawn, fawner, fawning, ball, bald, baldness, pall, vault, vaulting, vaulted, fall, falling, fault.

O in On.

Oblique, oblivion, oblong, obtuse, obviate, obvious, occur, occurrence, octagon, odd, oddity, oddness, off, offal, often, office, offer, offering, offence, opera, opportune, oppose, honest, honesty, onset.

Omelet, omnibus, omniscience, nod, nodding, knock, knocking, noxious, wad, wadding, hot, hod, hodman, orb, orbit, organ, organic, ordeal, orgy, orifice, orphan, orphanage, rod, rot, rotting.

Two forms of O.

Owes, ozone, oceanic, no, knows, foe, low, lower, lowest, loam, row, roar, roaring, woe, wore, whoa, yore, yeoman, hoe, hose, solo, soloist, soda, sodium, sofa, own, owning, owing, moaning, unknown.

Two forms of U.

Numb, numbness, rum, rummage, rum-shop, dug, duck, tug, tuck, mug, ugly, uglier, ugliest, ugliness, oven, undo, undid, untie, undying, undivided, undue, unduly, uneasy, shun, pun, none, lull, ulcer, ulcerate, ultimate.

EXERCISE V.

1. Who is the author of this poem? 2. On what authority do you say this? 3. Who does not love the autumn days? 4. I bought a ball at the toy-shop. 5. Puss has a velvety paw. 6. The lady took her gold to the pawn-shop. 7. I do not like his fawning manner. 8. Is there any cure for baldness? 9. What do they keep in the vault? 10. Can you tell who is at fault? = 68.

1. That was a very sad occurrence. 2. Is not that an odd-looking house? 3. How often do you go to the office? 4. I do not wish to oppose you in this. 5. I did not mean to give any offence.

6. **Would** you like to go to the opera? 7. We all came up in the omnibus. 8. You may sew the wadding to the lining. 9. Shall we go for a walk **this** very hot day? 10. That little child is an orphan.=77.

1. He said no, no, no, no, no. 2. He owes more than he can ever pay. 3. The tide is now at its lowest. 4. If you can hoe your own row, you are all right. 5. Were you so near that you could hear the roar of the ocean? 6. I thought that solo very good. 7. Do you know the name of the soloist? 8. Will you sit upon the sofa? 9. It is bad to be always owing and never owning. 10. The author remains unknown.=80.

1. Cold will make a man numb. 2. Do not go near the rum-shop. 3. They dug a long ditch. 4. They bought a mug of ale. 5. What is the use of being ugly? 6. Much that we do we have to undo. 7. Can you now untie this? 8. The child is very uneasy. 9. Shun vice with all its horrors. 10. Do you not like to hear a good pun?=63.

PHRASES.

Does not, who is. — In this, to give, would you. — He said, more than, he can, were you, that you, upon the, to be. — What is the, that we do, we have, to hear a.

LESSON VI.

DIAMOND POINTS.

Boil, toil, soil, royal, royalty, loyal, loyalty, oil, oily, oiling, coil, coily, coin, coining, coinage, bower, power, devour, shower, sour.

Down, town, doubt, owl, foul, howl, vowel, avowal, arouse, allows, pipe, type, ripe, wipe, jibe, dyke, like, likeness, likely, alike.

Dive, fife, knife, life, lifeless, lively, alive, minus, item, ivory, fewer, furor, fury, newly, sewer, sewerage, purely, curing, bureau, review.

FACING CURVES.

Among, amongst, ammonia, aiming, aimless, aimlessly, shell, shelling, shelf, shield, mellow, melt, melted, mould, mouldy, melody, malady, malice, milk, milliner, those, thus, fathom, fathomless, theft.

OPPOSING CURVES.

Niece, knees, soon, sooner, soonest, shift, shiftless, shifting, shiver, shivering, sheaf, shave, shaft, shove, shoving, fish, fishing, fishes, deficient, deficiency, efficient, efficiency, sufficient, sufficiency, officious.

MISCELLANEOUS.

Them, thumb, mesh, meshes, machine, machinery, famine, famishing, family, families, levy, lever, leverage, levity, lovely, lover, enemy, enemies, envy, envying, uneven, unevenly, fool, foolish, foolishly.

EXERCISE VI.

1. Our sires gave much toil to the rocky soil. 2. He belongs to the royal family. 3. I shall be loyal to the cause. 4. This machine needs oiling badly. 5. See this new coin, how it shines ! 6. Bears devour all in their power. 7. I love to be out in a warm shower. 8. I doubt if I go down town to-day. 9. We cannot arouse him to a sense of his duty. 10. He allows us to come and go when we wish.=77.

1. Where did you get your pipe? 2. This type is too large. 3. Peaches are now ripe ; would you like some? 4. Did you see this with your own eyes? 5. It is not likely they are at all alike. 6. Did you say you gave your knife for the fife? 7. There is little power in a lifeless life. 8. Where did you get that item about the ivory? 9. There is no use in making a furor about every little thing. 10. Mamma keeps her cap in the bureau.=82.

1. I will remain among you for a time. 2. Is an aimless life worth the living? 3. I would like to shield you if I could. 4. The apple is now mellow, and will soon be mouldy. 5. How soon do you look for your niece? 6. How the poor child shivers !

7. They are shoving the fishes into the shaft. 8. When we go fishing, we like to catch fish. 9. She is efficient in many things; deficient in few. 10. If you have sufficient, why be so officious.=81.

1. I will get some for you when I go that way again. 2. His thumb was hurt by the machinery. 3. Whole families perished by the famine. 4. How lovely life ought to be to a person who is always well! 5. He is a lover of levity, therefore an enemy of sense. 6. "He who has one enemy, shall meet him everywhere." 7. It is foolish to envy; it never gives joy. 8. The road is very long, rough, and uneven. 9. It is said, "There's no fool like an old fool." 10. Oh, the foolishness of worrying! Shall we never learn to avoid it?=97.

PHRASES.

They are, at all. — How soon. — That way, ought to be.

LESSON VII.

INITIAL S SERIES.

Spare, spade, span, spun, spat, scare, scale, scheme, sketch, scout, stay, stew, sty, stow, still, sphere, spheroid, sphinx, suffice, suffuse, smell, small, smelt, smear, Smith, snow, sneer, snipe, snap, snatch, sell, selling, seller, self, selfish, sweep, sweet, Swede, swear, swore.

FINAL S SERIES.

Ropes, raps, heaps, keeps, steeps, tacks, racks, hacks, packs, lacks, eats, heats, meats, seats, feats, hoofs, roofs, cuffs, muffs, puffs, deaths, youths, skips, skiffs, scuffs, slops, slopes, sloops, slights, slacks, else, less, reckless, careless, fearless, worse, hearse, curse, purse, disperse.

Words in which the Circle has the sound of Z.

Hubs, tubs, rubs, cubs, Stubbs, mugs, tugs, bugs, rugs, lugs, roads, loads, pads, lads, rags, paves, slaves, saves, knaves, waves, reams, deems, teams, beams, schemes, bans, pans, cans, tans, scans, ells, tells, ills, rills, meals, wars, cars, mars, jars, stores.

Initial SL up before Long-E and Short-I.

Sleep, sleeper, sleeping, sleepiness, sleepless, sleepily, asleep, sleeve, sleeveless, sleet, slip, slipper, slippery, slipping, slipshod, slip-knot, sliver, slivering, slit, sling.

CONTRACTIONS.

I'll, he'll, she'll, we'll, you'll, they'll, I've, you've, we've, they've, I'd, he'd, she'd, we'd, you'd, they'd, that's, there's, what's, where's, we're, you're, they're, 'tis, wasn't, aren't, wouldn't, hadn't, didn't, weren't, couldn't, shouldn't, haven't, isn't, mustn't, doesn't, don't, won't, can't, sha'n't.

EXERCISE VII.

1. It is a good thing to be a good sleeper. 2. The patient was sleeping sweetly when we were there. 3. I wish I knew how to get rid of this sleepiness. 4. He said very sleepily, "I am nearly asleep." 5. The poor man with the sleeveless coat is out in the sleet. 6. The lady gave him a pair of slippers. 7. "It is a very slippery day when I slip down," he said, when down he slipped. 8. It is so smooth I cannot walk, but keep slipping, slipping. 9. I tire of seeing things done in such a slip-shod manner. 10. She got a long sliver in the sole of her shoe.=106.

1. I'll go, if he'll go with me. 2. She'll come for us, and we'll go with her. 3. You'll do all in your power to aid them, won't you? 4. They'll do what's right about it. 5. I've been here many times before, but you've always been absent. 6. We've come a long way, and are very weary. 7. They've sold their house, and moved out of the city. 8. I'd go if he'd allow me to. 9. She said she'd be here to-day, and I think she will. 10. We'd like to see you at our home at any time.=92.

1. You'd save much time by taking this method. 2. They'd suffer before they'd ask aid of any one. 3. That's something I never thought of before. 4. There's a lovely sunset to-night ; have you seen it? 5. What's said is said, and can never be unsaid. 6. "Where there's a will, there's a way." Don't you believe it? 7. We're going home to-day, and you're going with us, aren't you? 8. They're coming our way very soon. 9. 'Tis a pity to let things go in this reckless manner. 10. They thought it wasn't the right thing, but didn't know what else to do.=94.

1. Didn't you think it was very selfish? 2. Weren't you aware that this hadn't been done? 3. It seems as if I couldn't have it so. 4. I shouldn't like to go alone, and I can't have any one with me. 5. I haven't time to stay now, but will come again soon. 6. "If it is, or if it isn't, I should really like to know." 7. Papa says I mustn't do this. 8. It doesn't pay to put things off, and I sha'n't any more. 9. "When she won't, she won't." 10. I can't, never did anything, and never will.=93.

PHRASES.

With her, a long way, and are. — Any one, there is a, very soon. — It was, that this, it seems as if, to stay.

ABBREVIATIONS No. 2.

nothing	opportunity	Dr.
thanking	opinion	Supt.
length	knowledge	business
lengthy	acknowledge	subject
along	volume	speak
having	form	something
evening	uniform	{ come
enough	happy	{ become
Union	habit	{ came
memorandum	world	{ became
language	everything	{ cause
willing	useful	{ because
unwilling	society	{ secretary
without	railroad	{ school
usual	Miss	{ several
usually	Mrs.	{ Saviour
unusual	Messrs.	{ average
object	Rev.	{ avenue

EXERCISE ON ABBREVIATIONS No. 2.

1. I have nothing upon my memorandum for this evening.
2. I cannot go without thanking you for your unusual patience with me.
3. What is the average length of the summer days?
4. We can get along without having that speech ; it is too lengthy.
5. Have you enough, or are you willing to take more if you have opportunity?
6. To save the Union, many a hard battle was fought.
7. How can you gain a knowledge of a language without study?
8. He was, as usual, very unwilling to give his opinion.
9. As I have an object in it, I shall finish this volume before I leave it.
10. Without seeing it, you can form no idea of its beauty.

beauty. = 117.

1. What a happy world this might be if all sought to make it so !
 2. A bad habit is not easily laid aside. 3. If we can't learn every-
 thing, let us learn something. 4. I think this is a very useful soci-
 ety. 5. This railroad will be of advantage to the State. 6. On
 what business did the doctor speak with you yesterday? 7. If he
 does not come soon, I do not know what will become of him.
 8. He came to the school, but soon became sick, and had to
 leave. 9. He gave this cause because he did not know what else
 to give. 10. I heard the secretary of the school speak on the
 subject of superintendents.=112.

MISCELLANEOUS.

"A form more fair, a face more sweet,
 Ne'er hath it been my lot to meet."
 "A manly form at her side she saw ;
 And joy was duty, and love was law."
 "For of all sad words of tongue or pen,
 The saddest are these, 'It might have been.'"=49.

"Though your duty may be hard,
 Look not on it as an ill :
 If it be an honest task,
 Do it with an honest will."=25.

"Let us, then, be up and doing,
 With a heart for any fate ;
 Still achieving, still pursuing,
 Learn to labor and to wait."=24.

PHRASES.

This evening, of a. — Might be.

LESSON VIII.

CONSONANTAL DIPHTHONGS.

W Series.

Dwell, dwelling, dwarf, dwarfish, twit, twin, twain, twang, twine, twist, twirl, quire, acquire, require, squire, squad, square, squarely, quarrel, querulous, quirk, queer, queerest, queerly, request, requested, equip, thwart, thwarting, athwart.

Quake, quail, quack, quench, quince, quote, quoted, quota, quorum, quiet, quietly, quinine, quinsy, quite, quizzing, quell, quilt, quality, qualified, disqualified, quick, quicken, quoth, quest, cuisine, bequeath, bequest, obsequies, obsequious, equal.

Initial L Series.

Blame, bloom, black, block, blight, plight, plain, player, pledge, plan, gleam, glean, glare, gloom, glen, cling, click, cleave, claim, clock, flame, flare, flown, fling, flush, flight, flash, flesh, fleet, fleece.

Initial R Series.

Brain, broil, broke, broth, breath, prayer, proud, prone, prong, prowl, Greek, grieve, green, grace, groove, creep, crock, cream, crave, cram, droop, drone, droll, drawl, dread, trip, trick, trill, tread, track.

Freak, free, freight, frame, fresh, throw, throne, throwing, thrower, throat, thread, thread-bare, threat, thresh, threshold, throng, three, three-score, thribble, thrift, thriftily, thrill, thrilling, throttle, throughout, throb, throbbing, thrust, thrusting, thrice.

The Character SHR and CHR.

Shred, shrew, shrewd, shrewdly, shrewdness, shriek, shrieking, shrill, shrillness, shroud, shrub, shrubbery, shrug, shrive, charade, surely, surest, assure, assuring, assuredly, pressure, fresher, thresher, usher, crusher.

Teacher, preacher, Beecher, pitcher, poacher, butcher, butchery, botcher, patcher, dispatcher, treachery, treacherous, treacherously, voucher, Fletcher, archer, archery, bleachery, stitcher, cow-catcher.

EXERCISE VIII

1. The dwarf dwells in a very old dwelling. 2. The twins' voices have a very queer twang. 3. This twine is twisted by machinery. 4. The squire said I must bring several quires. 5. It requires time to acquire anything new. 6. Is not that a queer thing to quarrel about? 7. Be quick and quench the fire in that dwelling. 8. How very quiet this place is! 9. Is she qualified for the duties of the office? 10. When I have no more use for it, I will bequeath it to you. = 84.

1. The frost blighted the flowers, and they did not bloom. 2. She wore a plain black dress to the glen. 3. Our plan is, to move out of this gloomy block as soon as we can. 4. We have the player's pledge that he will be here to-night. 5. A gleam of sunshine flashed into the room. 6. How many fresh thoughts one can glean in a year! 7. The bright glare of a summer noonday is very trying. 8. We claim this clock, and shall cling to it as long as it clicks. 9. The fierce fire swept everything in its flight. 10. We sent the fleet steed for the fleece, in the flush of the morning. = 110.

1. She is proud, and prone to look on the dark side of things. 2. When the prongs are long, the tooth draws hard. 3. I grieve to see the green grass fade. 4. In everything, we must creep before we walk. 5. "There is no cream like that which rises on spilt milk." 6. The drone drawled out his words in the drollest way. 7. I dread the trip, for I am afraid there is some trick about it. 8. When you get on the right track, try to stay there. 9. A stone was thrown into the throng, but no one was hurt. 10. "When friends are real, they are not glass threads or frost-work, but the solidest things we know." = 106.

1. Many a manly heart beats beneath threadbare clothing. 2. He makes many threats, but does not carry them out. 3. Look at this vast throng; what does it all mean? 4. Years do not make age; many a man is young at three-score. 5. The story was thrilling throughout. 6. His shrewdness did not avail much this time. 7. These thoughts are fresher and more pleasing. 8. This would never have been done but for the pressure brought to bear

upon them. 9. This, I assure you, is the safest way. 10. I did not know to what seat the usher was going to usher me. = 98.

“Just to bloom beside your way,
That is why the flowers are sweet :
You want fresh ones every day,
That is why the flowers are fleet.”

PHRASES.

No more. — He will be, as long as. — I am afraid, no one. — This time.

LESSON IX.

FINAL L SERIES.

Meddle, muddle, huddle, puddle, candle, metal, settle, kettle, nettle, subtle, evil, oval, bevel, gavel, cavil, vernal, carnal, criminal, original, paternal, penal, kennel, tunnel, tribunal, diagonal.

FINAL R SERIES.

The Character JR and ZHR.

Over, clover, Dover, Rover, cover, soldier, soldiery, major, majority, stager, treasure, measure, enclosure, exposure, leisure, leisurely, tether, tethered, gather, gathering, coroner, gainer, gunner, owner, loaner, tenor, dinner, honor, honored, dishonored.

INITIALS USED AS FINALS AND INTERMEDIATES.

Sober, soberly, sobriety, upper, supper, eager, eagerly, eagerness, ogre, tiger, oder, cider, daughter, editor, utter, noble, symbol, people, ample, sample, bugle, struggle, straggle, buckle, chuckle, awful, lawful, mouthful, trifle, dreadful.

COMPOUNDS ZHEL AND SHEL.

Ambrosial, facial, nuptial, glacial, crucial, special, specialist, specialty, specially, specialize, social, socially, socialist, socialism, socialistic, official, beneficial, judicial, prejudicial, bushel, essential, essentially, reverential, deferential, financial.

ALPHABETIC S AND S-CIRCLE

SPL and SKL.

Spleen, spleenish, sublime, sublimity, sepulchre, split, splash, splasher, splice, spliced, supply, supplies, supplying, supplied, supple, sickle, cycle, cyclone, cyclopedia, cyclorama.

SPR, SKR, and STR.

Spring, sprang, sprung, sprain, spread, spree, spray, sprite, sprig, sprout, screen, scream, screech, scramble, scribble, scrape, scrap, script, scratch, scrub, stream, strong, string, straight, stroll, stress, stretch, strap, strike, stroke.

Compound never joined to Vocal Hooks.

Keener, cleaner, gleaner, greener, weaver, cleaver, heaver, steeple, ripple, Whipple, backer, packer, panel, banner, banneret, reform, reformer, reforming, reformable, deform.

EXERCISE IX.

1. Do not meddle with the work ; you will get it in a muddle.
2. Where did they get the metal to make the kettle? 3. Did you ever see a bee settle on a nettle? 4. Good often comes out of evil. 5. The flame of a candle is oval. 6. The chairman let his gavel fall upon the table. 7. With all my heart I pity the criminal. 8. I hope this idea is original with you. 9. The wrong-doer is always in dread of exposure. 10. That young man seems to be in need of paternal care.=91.

1. The majority of the soldiers honor the major. 2. He is the owner of treasure without measure. 3. Leisure is the fruit of labor. 4. The sheep were tethered to the stake within the enclosure. 5. "Do men gather grapes of thorns?" 6. Which was the gainer,—the gunner, or the coroner? 7. A dinner was given to the noted tenor. 8. I would not so dishonor the name I bear. 9. "Soberly and with clear eyes believe in your own time and place." 10. I heard the editor utter these words.=83.

1. They are now preparing for the nuptials of their daughter.
 2. A specialist is one who makes a specialty of some special thing.
 3. I know little of the man's social or financial status. 4. Socialism does not flourish in the land of the free. 5. Was this given to you officially? 6. Will this be beneficial to the cause? 7. I would like to buy a bushel of these berries. 8. What is the essential thing in the business? 9. He is both deferential and reverential. 10. Many do not know sublime things when they see them.
 =88.

1. Are you already supplied with a sickle? 2. "Better fifty years of Europe than a cycle of Cathay." 3. A coming cyclone must strike terror to the heart. 4. A cyclopedia is for reference, not for reading. 5. She sprang like a sprite, and gave a loud scream. 6. Any one can scribble; few can write. 7. It is a poor hen that cannot scratch for one chicken. 8. Let us stroll along the beach. We may come to a spring. 9. We owe much to the reformers of all ages. 10. Do you believe all criminals are reformable.=90.

PHRASES.

Seems to be, he is the.

LESSON X.

COMPOUNDS NOT ALWAYS ADVISABLE.

Caper, taper, paper, newspaper, apple, rabble, able, ably, unable, disable, cable, gable, Babel, table, stable, unstable, powder, pewter, libel, eater, heater, either, ether, etherial, etherized.

Flicker, flickering, freckle, affray, acre, acres, acorn, eagle, idle, idleness, feudal, futile, fiddle, funeral, hotel, ladle, naval, ravel, ravelling, level, levelling, waver, wavering, unwavering, wafer.

Civil, civility, suffer, sufferer, suffrage, pottery, prudery, bakery, beverage, novel, novelist, novelty, nostrum, bother, bothering, brethren, ever, whenever, whatever, wherever, wheresoever, everywhere, sever, never, river.

NOT COMPOUNDS.

First, forest, refer, referring, reverse, force, forcible, divorce, terms, terrible, turmoil, storm, stormy, rubber, bullet, belong, belongings, below, pillow, silver, syllable, sulphur, thorough, thoroughly, thoroughness, thoroughfare, thirst, thirsty, thorn, thornless.

R FOLLOWING "ITALIAN A."

Arm, army, armor, armory, armorial, arson, arsenic, arsenical, arsenal, artifice, artificer, artificial, artery, arterial, artillery, ardor, arbor, argue, Argus, ark, archives, arch, archly, archness, archway.

R upward or downward, as convenient

Arrears, arrearage, arrest, arrested, arrive, arriving, arrival, arithmetic, arithmetical, arraign, arraigning, arraigned, arid, aridity, aristocracy, arrow, array, Arab, arbitrate, arbitrary.

EXERCISE X

1. I have been unable to read the paper for several days. 2. A newspaper is specially for news. 3. That idle rabble should be taken care of by the city authorities. 4. Did you get this news by cable? 5. He is an able man, but very unstable. 6. Editors are often sued for libel. 7. I shall go either to-day or to-morrow. 8. Ether is used to quiet pain. 9. We read by the glare of a flickering light. 10. With many acres, a man may be poor.
=80.

1. Did you ever think of what is wrapped up in a little acorn? 2. An eagle's eye is so strong it can look at the sun. 3. Idleness and wretchedness go hand in hand. 4. All attempts to cross the river were futile. 5. Do not waver, if you believe you are right. 6. Civility costs little, but is worth much. 7. "Suffer little children to come unto me." 8. The way to suffrage is through suffering. 9. In this age a person who does not read novels is a novelty. 10. Do not bother about things that are not worth bothering about.=94.

1. Whatever you do, do with your might. 2. "There is always a best way of doing everything, if it be but to boil an egg." 3. Make the best of everything, and everything will seem easy. 4. Let us be the first at the forest. 5. I refer to the silver, not to the sulphur. 6. If they do not submit to my terms, I shall use forcible measures. 7. "War is a terrible trade ; but in the cause that is righteous, sweet is the smell of powder." 8. Being out in the storm, I became thoroughly drenched. 9. Even rubber will break, if stretched too far. 10. The soldier's knapsack was often his pillow. = 109.

1. Many have been poisoned by arsenic in wall-paper. 2. The arsenal was taken by artifice. 3. Without thoroughness there can be no true progress. 4. He argued his cause with much ardor. 5. Argus had a hundred eyes. 6. Let this package be put among the archives. 7. We will settle this arrearage as soon as we can. 8. He was arrested upon his arrival. 9. I believe in the aristocracy of brains and heart. 10. It does not pay to be too arbitrary. = 76.

PHRASES.

I have been, he is an, I shall go. — That are. — Best way.

LESSON XI.

INTERMEDIATE CIRCLE

CASE 1. — Circle between Straight Lines in the Same Direction.

Taste, tasteless, distasteful, deceit, deceitful, dust, dusty, test, tested, protest, destitute, distort, footsteps, footstool, execute, excuse, excuses, excusable, excavate, cask, trust, trusted, trustworthy, precipice, precipitate.

CASE 2. — Circle between Straight Lines that make an Angle.

Best, pest, rest, guest, west, bestow, bestowed, next, despair, obscure, dispose, disposed, disgust, dispel, disparage, risk, rascal, custom, obstacles, depressed, rescue, gospel, gossip, guesser, whisper.

CASE 3.—Circle between a Straight and a Curved Line.

Last, zest, nest, must, music, mustache, molest, molesting, excel, sensitive, visit, visitor, visiting, revisit, festoon, festival, dislike, mistake, mistook, misguided, pressing, blessing, blossom, blossoming, troublesome.

CASE 4.—Circle between Curves in the Same and Opposite Directions.

Lesson, listener, muscles, useless, vessel, nicely, enslave, ensnare, mislead, misled, facility, facilitates, vascillating, atmosphere, miscellaneous, fasten, fastener, fascinate, vicinity, offensive, canvassing, munificence, unsafe, unsavory, unsophisticated.

CASE 5.—Circle followed by Compounds of the L and R Series.

Explain, explanatory, explainable, explicit, explode, exclaim, exclude, exclusive, exclusiveness, exclamatory, execrable, excrescence, express, expressed, expressage, expressive, expressing, expressly, exquisite, exquisitely.

EXERCISE XI

1. It is a mark of weakness to make too many excuses. 2. No one likes deceitful people, but they have to be tolerated. 3. "What a man does, is the test of what he really is." 4. I uttered my protest, but it was of no avail. 5. What can you teach to a person who is destitute of honor? 6. Distorted truth may seem a lie. "The straightest stick is crooked in water." 7. We all make many plans we do not execute. 8. He that despairs is in peril. 9. Be patient; what is obscure to-day may be clear to-morrow. 10. He does not think it best to dispose of the rest. = 104.

1. A polite guest observes the customs of his hostess. 2. There is no better place to bestow smiles than at home. 3. He seems disposed to give the rascal his just deserts. 4. He who would have anything must risk something. 5. Why be slaves to custom? Should we not be brave enough to order our own lives? 6. If we would succeed, we must not become depressed by any obstacles that may appear in our way. 7. Let us be careful not to mistake

gossip for news. 8. Some people are like sensitive-plants. If you look at them, they shrink. 9. I very much dislike to molest the visitor. 10. "Music hath charms to soothe the savage breast."=111.

1. Let us enjoy the blessings of to-day, and not fear the morrow. 2. Good listeners are rare. 3. Our muscles become strong with use. 4. They say that vessel is unsafe, although she rides the waves so well. 5. This work is very nicely done. 6. Do not be misled by show; have you not learned that "all is not gold that glitters"? 7. He speaks on miscellaneous subjects. 8. I think he resides in this vicinity. 9. His manners are so offensive, I cannot listen to him. 10. Unsophisticated youths are easily fascinated.=85.

1. Will you please explain what you mean by such proceedings? 2. I thought the business was stated to you very explicitly. 3. This theory has long been exploded. 4. I would not like to express an opinion on the subject. 5. The goods were expressed to you a long time ago. 6. Who will pay the expressage on the goods? 7. Some people are more expressive in what they leave out than in what they say. 8. They said these were expressly for you. 9. What may be exquisite to one may be excruciating to some one else. 10. The poem is very pretty, and was exquisitely given.=99.

PHRASES.

How many, may be. — Should we, our own, must not. — They say. — Expressed to you, they said, these were, some one.

LESSON XII.

INITIAL SR AND SW.

Serve, service, serviceable, surfeit, circle, surface, search, surgical, survive, survival, survey, surveyor, surprise, surprising, surprised, surplus, sirloin, circus, surname, circuitous, sword, sordid, sorted, sermon, ceremony.

Switch, switchman, swell, swelling, swollen, swoon, swan, sway, swing, swine, sweat, swain, swerve, swab, swap, swift, swivel, swim, swearer, swarm, swallow, swagger, swarthy, swindle, swindler.

INTERMEDIATE SR AND SW.

Usurp, usurping, usurper, miser, miserable, answer, answering, answerable, censor, cancer, nicer, sincere, sincerity, desire, desert, deserve, observe, reserve, resort, resorting, persuade, persuasive, dissuade, assuage, unswerving.

THE DOUBLE CIRCLE.

Senses, census, offences, losses, loses, announces, renounces, denounces, pronounces, allowances, annoyances, prances, glances, enhances, balances, sources, resources, parenthesis, reminiscences, discrepancies.

Suspend, suspense, suspect, suspicious, suspiciously, sustain, subsist, resist, resisted, resistless, desist, assist, exist, persist, possessed, unceasing, unseasonable, deceased, season, seasoning.

Resuscitate, necessity, necessitate, accessible, accessory, accessories, possessor, predecessor, successor, necessity, unnecessary, necessarily, unnecessarily, necessities, enthusiasm, enthusiast, enthusiastic, satisfy, satisfying, satisfies.

Satisfied, dissatisfied, satisfactory, unsatisfactory, satisfactorily, dresses, addresses, redresses, traces, retraces, horses, hearses, rehearses, assassin, assassinate, nicest, closest, choicest, uses, romances.

EXERCISE XII.

1. "It may be a truth that man is best served when he is least pleased." 2. I am willing to serve wherever I can be of any service. 3. Can I be of any service at the ceremony? 4. We do not care to be surfeited, even with a good thing. 5. Real merit does not always appear on the surface. 6. What do you mean by the "survival of the fittest"?

7. "Whene'er a noble deed is wrought,
Whene'er is spoken a noble thought,
Our hearts in glad surprise,
To higher levels rise."

8. We took a circuitous route to the town. 9. "The pen is mightier than the sword." 10. The "sermons" that are in "stones," all cannot read.=112.

1. A great orator sways his audience as the wind sways the forest. 2. In prosperity, friends swarm around you. 3. What is not justly mine, I do not want. Who would be an usurper? 4. To a noble soul, how miserable is the life of a miser! 5. I will answer with sincerity, if you desire it. 6. "None but the brave deserve the fair." 7. "Prayer is the soul's sincere desire, uttered or unexpressed." 8. As a last resort, does any one blame him for resorting to this? 9. Without reserve power, a man is not strong. 10. I shall not try to persuade or dissuade. Have your own way.=100.

1. We have but five senses, but it takes a lifetime to educate them. 2. How often is the census taken? 3. "There are gains for all our losses." 4. He pronounces the work very satisfactory. 5. Allowances must be made for all the annoyances we suffer. 6. Old people dwell mainly among reminiscences. 7. I suspect that business will soon be suspended. 8. I am suspicious of ill, and cannot bear the suspense. 9. The torrent swept on with resistless force. 10. "Let our unceasing, earnest prayer, be, too, for light."=83.

1. This will necessitate our going at an unseasonable hour. 2. We would like to go if the place is easily accessible. 3. He was thought to be accessory to the crime. 4. He is following in the footsteps of his predecessors. 5. Are the successors to these offices well qualified? 6. Necessary, or unnecessary, my enthusiasm leads me to do it. 7. Lincoln fell at the hands of the assassin. 8. When should we be satisfied? When we have done the best we can. 9. He who uses his talent, will gain more. 10. A willing ear will always be given to the recital of romances. They never go out of fashion.=103.

PHRASES.

I am willing, can I be. — Would be. — It takes.

LESSON XIII.

DOUBLE CIRCLE NOT ALWAYS CONVENIENT.

Circle before S or Z.

Axe, axes, axis, sex, sexes, case, cases, encases, kiss, kisses, gas, gases, box, boxes, tax, taxes, mix, mixes, please, pleases, displeases, close, closes, encloses, disclose, discloses, class, classes, glass, glasses, grass, grasses, guess, guesses, bless.

Blesses, press, presses, suppresses, repress, represses, depress, depresses, cross, crosses, recrosses, crease, creases, decreases, discuss, discusses, trespass, trespasses, progress, progresses, digress, digresses, engross, engrosses, cease, ceases, seize, seizes, lapse, lapses.

Circle after S or Z.

Base, basis, pace, paces, vase, vases, deface, defaces, lace, laces, race, races, gaze, gazes, phase, phases, praise, praises, phrase, phrases, blaze, blazes, grace, graces, disgrace, disgraces, space, spaces, place, places.

Replaces, pose, poses, repose, reposes, dispose, disposes, expose, exposes, pause, pauses, vice, vices, device, devices, spice, spices, price, prices, prize, prizes, despise, despises, abuse, abuses, refuse, refuses, diffuse, diffuses, freeze, freezes.

Circle where most convenient.

Recess, recesses, excess, excesses, access, success, successes, possess, possesses, process, misses, dismisses, muses, masses, thesis, crisis, crises, scissors, assessors, emphasis, disease, diseases, sizes, capsizes, molasses.

Final ED.

Pitched, hitched, stitched, preached, bleached, patched, hatched, matched, latched, thatched, botched, watched, banished, vanished, punished, burnished, furnished, garnished, tarnished, varnished, finished, unfinished, replenished, admonished, diminished.

Words containing "OINT" and "OUNT."

Appoint, re-appoint, appointed, joint, jointly, fount, found, founding, unfounded, drowned, bound, abound, abounding, boundless, rebound, pound, ground, groundless, crowned, frowned, sound, mound, hound, round, around.

EXERCISE XIII

1. Let us apply the axe to the root of the tree. 2. Is there any sex in knowledge? 3. Sewer-gas is very poisonous. 4. "We tax our friends with faults, but see not our own." 5. Oil and water will not mix. 6. If you please, you may come for me at the close of the lesson. 7. Did you join the memory class? If so, what was the result? 8. His Christmas present was a pair of opera-glasses. 9. What he does not know, he guesses at. 10. How soon can you have this ready for the press? = 89.

1. "No cross, no crown," seems to be the law of life. 2. He discusses all questions fearlessly. 3. When a man ceases to enjoy life, he ceases to live. 4. Time defaces the smoothly polished granite. 5. The traveller found his way by following the "blazes." 6. Few faces are beautiful in repose. 7. We often pay a good price for the spices of life. 8. Any good, carried to excess, becomes an evil. 9. There are many degrees of success. Why may not all be successful? 10. He who misses the thing he aims at, may hit a much better one. = 93.

1. In every age, a few lead, the masses follow. 2. Don't play "scissors" all your life; there is a better game. 3. Emerson says, "The soul's emphasis is always right." 4. The goods were pitched into the street. 5. The horses were found hitched to a tree. 6. We eagerly watched the coming of spring. 7. The house was very nicely furnished. 8. This shall be done as you desire it. 9. The silver is badly tarnished. 10. I know this story to be groundless. = 76.

MISCHIEF-MAKERS.

Oh! could there in this world be found
Some little spot of happy ground
Without the village tattling!

How doubly blest this world would be,
Where all might dwell in liberty,
Free from the bitter misery
Of gossip's endless prattling !

Oh that the mischief-making crew
Were all reduced to one or two,
And they were painted red or blue,
That every one might know them. — HOLMES.
=65.

There is but one person worse than the tattler, and that is the person who listens without protest. — TALMAGE.

PHRASES.

His way. — Shall be done. — This world. — They were, every one, worse than, and that is.

ABBREVIATIONS No. 3.

bill	between	advertisement
glory	twice	employer
call	strength	employing
deliver	respect	employee
till	respective	judge
until	respectable	church
from	respectful	question
only	remark	January
unless	remarkable	February
nor	number	March
brother	reply	April
principle	replied	May
grow	replying	June
dear	public, publish	July
value	publisher	August
full, fill	published	September
pleasure	republic, republish	October
sure, share	popular	November
other	unpopular	December
through	popularity	Sunday
probable, problem	together	Monday
perhaps	altogether	Tuesday
purpose	department	Wednesday
practical, practice	favor	Thursday
frequent	favorable	Friday
frequently	favorite	Saturday

EXERCISE ON ABBREVIATIONS No. 3.

1. I will call and deliver the bill if it is your pleasure. 2. If you would see the glory of the morning, you must rise with the sun. 3. When is it proper to use till, and when until? 4. I heard from my brother only a few days ago. 5. Nor will you gain anything unless you fulfil your promise and sell at full value. 6. Is it

not probable that in this problem there is a principle that you do not see? 7. Like Poor Richard, we are always paying "too dear for our whistle." 8. I am sure it is always a pleasure to share with you. 9. I frequently pass through your town, and shall be pleased to call. 10. For practice, perhaps this will serve a practical purpose.=123.

1. I will see your employer twice, between this time and that, and will learn how many more he thinks of employing. 2. Is it anything remarkable that respectable people should be respectful? 3. In reply to the advertisement he asked several questions. 4. Replying to your favor of the 6th, would say, we do not care to publish this to the public at present. 5. I think the publisher will be the best judge as to how the book should be published. 6. What is your idea of a republic? 7. A brave man does not ask if his ideas are popular or unpopular, but if they are true. 8. Do your honest duty, and say your honest say, and never mind popularity. 9. They live together, belong to the same department and the same church. 10. If you have a favorable opportunity, will you do me the favor to sing my favorite song?=152.

"Come to me, O ye children!
And whisper in my ear
What the birds and the winds are saying
In your sunny atmosphere."

"Ye are better than all the ballads
That ever were sung or said;
For ye are living poems,
And all the rest are dead."=47.

What men want is, not talent, it is purpose; in other words, not the power to achieve, but the will to labor. Having found out the thing we have to do, we must throw into it all the energy of our being. — WILLIAM MATTHEWS.=42.

PHRASES.

It is your, is it, I am sure, shall he. — And that, this time, in reply, would say, we do not, what is your. — Ye are, we have to do.

LESSON XIV.

FALSE COMPOUNDS.

CAUTION.— The student is cautioned against an indiscriminate use of the false compound. It should never be used when the simple form will serve as well.

Shore, ashore, sea-shore, shoreless, coarse, coarsely, coarseness, chorus, ignore, ignoring, oratorio, equatorial, pictorial, notorious, notoriously, victorious, rhetorical, oratorical, police, policeman.

Polygamy, polygamist, policy, policies, pollute, colloquy, colloquial, call, calling, caller, recall, collar, column, cholera, collect, collector, recollect, coliseum, psychology, psychologist.

Color, colorless, coloring, culprit, culpable, repulsive, pulmonary, pulp, pulverized, impersonal, perplexed, perplexing, perverse, perversity, perform, performer, perfume, perceive, perceiving, persevere.

Persevering, purple, purchase, purchasing, purchaser, superb, superbly, girl, girlish, girlishness, courage, courageous, encourage, discourage, discouraging, cursory, precursor, disturb, disturbing, turban.

Turbid, firm, firmly, firmest, affirm, re-affirm, skirmish, shirk, shirking, shirt, shirring, chirp, chirping, churn, chirrup, sharp, sharpen, sharpness, sharply, sharper.

Shark, caliber, calico, calcium, kalsomine, Calvary, callous, calamity, calumny, calisthenics, palliate, gallant, gallantry, gallon, gallery, galvanic, locality, technicality, material, materialist.

Criterion, dearest, dearly, endearing, endeared, pilfer, pilgrim, pilgrimage, pillar, pillory, partiality, mature, maturity, maturing, endure, enduring, durable, unendurable, ridicule, torch.

CONTRASTS BETWEEN THE TRUE AND FALSE COMPOUNDS.

Embrace, embarrass, embraced, embarrassed, repulsed, replaced, tress, terse, pledge, pillage, drudge, dirge.

EXERCISES ON LESSON XIV.

1. The captain was culpable for running the vessel ashore. 2. I recall my last season at the sea-shore with pleasure. 3. The choruses of the oratorio were specially pleasing. 4. If you would be victorious, you must persevere. 5. He is fascinated by anything oratorical. 6. The duties of many policemen are not very arduous. 7. The seat of polygamy is in Utah. 8. How many policies have you issued this week? 9. Do not pollute your mind with anything coarse. 10. They engaged in the following colloquy.=79.

1. Colloquial language is often very amusing. 2. I shall call the very next time I come to your city. 3. Do you like the style of collar fashion now prescribes? 4. Cholera rages in warm climates. 5. I shall not be able to collect this bill. 6. Do you enjoy the study of psychology? 7. "How colorless is life without an atmosphere!" 8. Pulmonary diseases are very deceptive. 9. Personal force never goes out of fashion. 10. One may be "perplexed in faith, yet pure in deeds."=78.

1. Did you catch the lovely perfume of that flower? 2. Purple is a very trying color. 3. "A great part of courage, is the courage of having done the thing before." 4. In going through life, we have many discouraging tasks to perform. 5. You cannot expect to shirk duty, and still prosper. 6. There are land-sharks and water-sharks. Which are the worst? 7. "Calamities are our friends." 8. Gallantry is always charming. 9. What can't be cured must be endured. 10. Ridicule is a base weapon.=80.

The talent is the call. Every man has this call, — the power to do something unique, — and no man has any other call. — EMERSON.

There would be no exclusiveness in excellence, nothing to make it especially desirable, if it could be too cheaply purchased. — MATTHEWS.

It is pluck, bull-dog tenacity of purpose, and stubbornness of perseverance, that wins the battles of life. — *IBID.*

This world is a nettle, disturb it, it stings ;
Grasp it firmly, it stings not. — OWEN MEREDITH.

Is life so dear, or peace so sweet, as to be purchased at the price of chains? Forbid it, Almighty God! I know not what course others may take; but, as for me, give me liberty, or give me death. — PATRICK HENRY. = 117.

PHRASES.

This week. — Next time, to your city. — There would be, this world.

LESSON XV.

FINAL L SERIES USED AS INITIALS.

Delicious, deliciously, delight, delighted, delightful, delineate, delineator, delineating, delirious, delirium, delude, deluded, delusive, delay, delaying, dilapidated, dilute, diluted, dilatory, dilatoriness.

Deleterious, deluge, deluged, dahlia, dolorous, telegram, telegraphy, telegrapher, telephone, telephonic, telescope, telescopic, tellurian, valise, valises, valerian, nullify, nullified, analogy, analogous.

FINAL R SERIES USED AS INITIALS.

Verbal, verbally, verbatim, verbose, vermicelli, vertical, vertigo, verbenas, verbiage, virtue, virtuous, virtuously, virtuoso, germ, germane, Jersey, German, Germany, Germanic, Jerusalem, journey, journeyman, journeys, journal, journalist.

Journalistic, journalism, jerk, jerked, jerky, jerking, jury, juror, jurist, juryman, nurse, nursery, nourish, nerves, nervous, nervously, nervousness, nervine, nerved, nurture, north, northeast, northwest, normal, normalite.

FINAL L AND R SERIES USED AS INTERMEDIATES.

Ventilate, ventilator, mutilate, scintillate, fertility, fertilizer, retaliate, credulity, totality, brutality, originality, criminality, plagiarist, plagiarism, perjury, perjuring, drudgery, sojourn, sojourning, adjourn.

SIMPLE FORM PREFERABLE.

Delegate, delicate, delicacy, delve, delving, delta, tell, telling, teller, tell-tale, dull, duller, dullest, dulcet, dilemma, valet, valid, validity, valve, valley, village, villages, villain, villany, analysis.

Folly, follow, follower, following, followed, verge, verging, verse, versed, versatile, versatility, near, nearly, nearest, near-sighted, narrow, narrowly, narrowness, narrowing, narrative, narrate, narrated, narrator, gnarled, narcissus.

EXERCISE ON LESSON XV.

1. We are delighted with the delightful prospect. 2. Dreadful things are done in fits of delirium. 3. Why does each sect think the other deluded? 4. How long shall we be delayed? 5. Everything about the place looks dilapidated. 6. Your telegram of this date received. 7. Please telephone for a telegrapher to come Monday morning. 8. Did you ever look at the moon through a telescope? 9. The valise is packed and ready for the expressman. 10. I cannot see any analogy between these ideas.=77.

1. I will deliver the message for you verbally and verbatim. 2. He is afflicted with vertigo and other ills. 3. Sometimes we learn more from a man's faults than from his virtues. 4. While in Germany, I shall study German. 5. The journalist will take a long journey this summer. 6. It requires special training for journalism. 7. He did not wish to serve as juryman. 8. "Whenever we are truly pleased, we are nourished." 9. Nerves are delicate things, and should not be trifled with. 10. Hamlet said, "I am but mad north-northwest."=86.

1. Why needlessly breathe poison? Let us keep our rooms well ventilated. 2. Originality is so rare, it never goes unappreciated. 3. Can you tell who a plagiarist is? I have asked many who could not. 4. Perjury is a crime, punishable by law. 5. Think your own way out of a dilemma; do not trouble others with every trifling thing. 6. "A man may smile and smile, and be a villain." 7. Whole villages have been destroyed with earthquakes. 8. A versatile person is one who possesses many talents.

9. "That is the best which lieth nearest,
Shape from that thy work of art."
10. Tea has been called "the whip of the nerves." = 104.

DON'T LIVE TOO MUCH ALONE.

"People who live much alone become narrow and suspicious. They are apt to be the property of one idea. They think there is no use in anything. They look upon the joy of others as folly. They hate happy people, because, way down in their hearts, they envy them." = 48.

HOPE.

"Hope may often deceive us, but without it man could never have risen out of the savage state. Better have too much hope and fail, than not try at all. There is false hope and true hope. False hope trusts in luck. It wishes, and vainly expects, to get some pot of gold from the ground, or draw a prize in the lottery, or be aided by some powerful friend. True hope is willing to think, act, and wait. True hope is the lever that moves the world." = 88.

PHRASES.

Shall we be, this date. — I shall study, this summer. — To try, at all.

LESSON XVI.

NOT COMPOUNDS.

Bar, par, spar, gar, car, scar, far.

Bar, barb, barber, barbarous, barbarian, barbecue, barnacle, barley, bargain, barter, bark, barn, bard, par, park, parson, parsonage, parcel, parley, parquet, partridge, parboil, parsimony, parsimonious, parching.

Parched, spar, sparring, spark, sparkling, guard, guardian, gargle, garlic, garnet, garner, cart, cartage, discard, carpet, car-fare, carnage, carnival, cartoon, scarlet, far, farce, farm, farthest, farthing.

Bar, par, spar, gar, car.

Baritone, baron, baronet, baronial, barrier, barricade, barracks, barrel, barouche, parry, parable, parachute, paradise, paradox, paradoxical, paraffine, paragon, parallel, paralyzed, paralytic.

Paraphrase, parasite, parasol, parrot, parricide, parody, parish-ioner, paroxysm, parade, sparrow, garret, garrison, garrote, garrulity, garrulous, carry, carrier, carrying, carrion, carriage.

Bur, bir, pur, per, gur, cur, scur, skir, scour, fur, fer.

Burn, bird, bird-like, birch, birth, birthday, birthplace, pursue, pursuance, pursuit, purse, purging, purgatory, pearl, pearline, personal, personality, personage, percentage, personify, perforate, perfidy, pernicious, perniciously, persecute.

Persecutor, gurgle, gurgling, girdle, cur, curtail, curdle, curse, cursing, cursed, accursed, scurrilous, skirt, scourge, scourging, furrow, furnace, fervor, fervid, fertile.

MISCELLANEOUS.

Pork, porter, portray, portrayal, portrait, portal, portico, portfolio, four, four-score, borrow, borrower, porpoise, porridge, porcelain, gorge, gorgeous, gorgeously, disgorge, Gorgan, cork, coral, coronet, cornet, corkscrew.

Accord, record, discord, scorn, scornful, boor, boorish, poor, poorest, poorly, barely, unbearable, unsparing, parent, parentage, careful, carefully, careless, carelessly, kerosene, peril, perilous, verily, verity, veritable.

N.B.— These forms are more easily made by giving considerable slant to the upward R.

EXERCISE ON LESSON XVI.

1. We are barbarians whenever we do a barbarous act. 2. Bar-nacles cling to the ship's bottom. 3. Nothing is so disagreeable as parleying. Learn to be decisive. 4. It never pays to be too parsimonious. 5. "Sparkle, sparkle, little brooklet, what a lesson thou dost teach!" 6. Guard well your speech. It is a mighty force for good or evil. 7. Nast is famous for his cartoons. 8. I assure you that was the farthest from my thoughts or wishes.

9. If barriers are in our way, we must remove them. 10. Do you know what is said of an "empty barrel"?=93.

1. A parable is often very forcible. 2. Paradoxical as it seems, it is true. 3. Parallel lines never diverge. 4. It is the duty of every one not to be a parasite. 5. Parrots learn by imitating; you should learn by thinking. 6. Don't parade your grief; it only makes it seem shallow. 7. A garrulous person is one who uses many words to say nothing. 8. The birthday of America is celebrated by all patriots. 9. There never yet was a doctrine so pernicious or so repulsive but that it had many believers.

10. "Errors, like straws, upon the surface flow :

He who would seek for pearls, must dive below."=101.

1. "We but catch at the skirts of the things we would be."
2. The faces of the aged are furrowed by care. 3. You cannot have a fertile mind without fertilizing it. 4. This portrait is pronounced unusually perfect. 5. Porpoise-oil is used for lubricating machinery. 6. Who does not delight to look upon the gorgeous foliage of autumn. 7. Though you play the cornet, you cannot wear the coronet.

8. "No price is set on the lavish summer,
June may be had by the poorest comer."

9. To be "carefully careless and carelessly careful" sounds a little paradoxical. 10. The perils of the sea are not more than of the land.=104.

I was born in poverty. I know what it is to ask for bread when there was none to give. I know what it is to travel weary miles, and ask my fellow-men to give me toil. — HENRY WILSON.

"To the traveller the road seems frequently to be shut in by frowning precipices, so that progress seems impossible; but as he nears the obstacles, he sees the path curving gracefully and safely along the terrace cut for it through the gorge. So the fearful obstacles that seem to stand in the way of our progress in life are generally only apparent, and will vanish as soon as we boldly face them."=110.

PHRASES.

What is said. — It is true, not to be. — We would be. — In the way.

LESSON XVII.**MR COMPOUND.**

Mirth, mirthful, mirthfully, myrtle, murder, murders, murderous, murmur, murmuring, mercy, merciful, merciless, mercenary, mermaid, farmer, former, formerly, rumor, remorse, remorseless, numerous, numerical, enumerate, admire, admirable.

Marble, marbleize, Marguerite, marvel, marvellous, marvellously, martyr, martyrdom, marsh, marshal, marshalling, marriage, marriages, marriageable, miracle, miraculous, meritorious, myriad, mirage, mirror, marine, merino, morphine, merely, merest.

EXCEPTIONS.

Merit, merited, temerity, merry, merrily, merriest, demerit, morose, morosely, moroseness, morrow, to-morrow, market, marketable, marked, meridian, morgue, mortgage, murky, mortal, mortality, mortify, mortifying, mourn, mourner.

Demure, demurely, demur, demurrer, demurrage, marrow, bloomer, plumber, clamor, clamorous, glamour, grammar, tumor, creamery, calmer, primer, framer, drummer, skimmer, schemer.

PRF AND PRV.

Prefer, preferred, prefix, prefixes, preface, prefaced, preferable, profane, profanely, profanity, profess, professed, professor, prophet, prophetic, prophecy, prophesy, profitable, unprofitable, profitless.

Profligate, profligacy, proof, profound, profoundly, proficient, proficiency, profuse, profusely, profuseness, profile, prevent, preventive, preventing, prevail, prevailing, prevalence, prevaricate, proverb, proverbial.

Provide, provided, provider, proviso, improvise, private, privately, privacy, privateer, deprived, depraved, depravity, privilege, privileged, previous, previously, provoke, provoked, province, provincial, prove, proving, improving, disapprove, disapproval.

EXERCISE ON LESSON XVII.

1. Mirth is a life-preserver. 2. Myrtle is associated with gloom.
 3. He who thinks a murderous thought is near to a murderous deed. 4. "The quality of mercy is not strained." 5. A purely mercenary life is never a satisfying one. 6. How many real mermaids have you ever seen? 7. Remorse is a terrible thing. Better be over-cautious than suffer it. 8. She seems to be saying too plainly, "Admire me." 9. Marble is capable of high polish. 10. "Marvel not that I say unto you, Ye must be born again."=85.

1. How many have died martyrs to their opinions! 2. Is it specially meritorious to believe in the miraculous? 3. This proved to be only a mirage, but it was beautiful to look at. 4. Morphine is a deadly poison, and should not be recklessly used. 5. I merely made a trifling remark. 6. "A merry heart goes all the day." 7. Men do not usually do their greatest work before the meridian of life. 8. Morose people cannot be happy, nor can any one be happy with them. 9. The rate of mortality is much higher some seasons than others. 10. Surround life with all the glamour you can. You will not get too much of it.=107.

1. I prefer a very brief preface, as few will read it. 2. Profanity is the language of the bar-room. 3. He does not profess to be a professor. 4. It needs no prophet to prophesy, that, if we violate every principle of good living, we shall suffer for it. 5. Profligacy brings its own misery. 6. The way to proficiency is plain. Take one firm step, and then the next, and so on. 7. I would have this without any ifs, ands, or provisos. 8. Private thoughts ultimately become public; for what a man thinks, he will also speak. 9. He would have thought it a privilege if he had not been previously provoked. 10. I prefer your approval to your disapproval.=113.

THE HAPPY LIFE OF THE FARMER.

"There is a quiet about the life of the farmer, and the hope of a serene old age, that no other business can promise. The farmer lives with trees and flowers; he breathes the sweet air of the fields. There is no frightful strain upon his mind. His nights are filled with sleep and rest. He watches his flocks and herds as they feed

upon the green and sunny slopes. He hears the pleasant rain falling upon the waving corn ; and the trees he planted in youth rustle above him, as he plants others for the children yet to be.=100.

PHRASES.

He would have. — As they.

BUSINESS PHRASES.

it has been,	at last,	we have been,
he has been,	at least,	they have been,
there has been,	at length,	there have been,
which has been,	at once,	would have been,
he has given,	to be sure,	to have been,
it has given,	I am sorry,	must have been,
this day,	I am very sorry,	have they,
this season,	I am satisfied,	I can have,
this year,	ought to be,	I shall have,
this way,	ought to go (give),	we shall have,
these are,	it is only,	they will have,
his own,	it is done,	it would be,
in his own,	it is true,	to give you,
our own,	as it would be,	to be done,
as it is,	we are able,	we thank you,
as well as,	we are unable,	for the same,
as far as,	we are willing,	we are having,
so far as,	seems to have been,	please send,
as much as,	so as to be,	we send you,
in as much as,	so as to arrive,	bill of lading,
as we have,	obliged to you,	as soon as possible,
to do this,	day or two,	Yours truly,
more than,	two or three,	Yours very truly,
less than,	more or less,	Yours respectfully,
in this respect,	by and by,	Respectfully yours.

PHRASE REVIEW.**1.**

Will you, did you, he is, I will, the way, I wish, I could, do you, in the, he would, on the, he will, I would, to do so, with the, it is, it is a, I do not, to take, at the, the child, I have, to the, I hope, very much, shall we.

2.

I will be, have been, who have, will be, they will, he cannot, is it, to go, the advantage, there is, in that, so long, the same thing, I thank you, for the, I am, we will, take you, it is the, of the, are we, with you, to have, out of, you are, to be, as there, it is not, I can, she is, has a, of these, give you, I will go, that way, the same way, I could not, what had, how much, I should, I cannot, the children.

3.

Are you, in a, what a, that is, how do you, very good, at your, I did not, which way, I go, where are you, I was, it is all, I shall, as soon as, so soon, by the, we can, what is your, its own, it is said, I will not.

4.

Can we, some way, I shall have, this was, this is a, he is a, every way, that have, shall you, to hear you, how many, what the, who is the, we were there, there is no, the sun.

5.

It shall be, that we, with a, can you, shall we go, to be done, what you, it is now, which is the, what we.

6.

Does not, who is, in this, to give, would you, he said, more than, he can, were you, that you, upon the, what is the, that we do, we have, to hear a.

7.

They are, at all, how soon, ought to be.

8.

With her, a long way, and are, any one, there is a, very soon, it was, that this, it seems as if, to stay.

9.

This evening, of a, might be.

10.

No more, he will be, as long as, I am afraid, no one, this time.

11.

Seems to be, he is the.

12.

I have been, he is an, I shall go, that are, best way.

13.

May be, should we, our own, must not, they say, expressed to you, they said, these were, some one.

14.

I am willing, can I be, would be, it takes.

15.

His way, shall be done, this world, they were, every one, worse than, and that is.

16.

It is your, is it, I am sure, in reply, would say, we do not, ye are, we have to do.

17.

This week, next time, to your city, there would be, this world.

18.

Shall we be, this date, I shall study, this summer, to try, at all.

19.

What is said, it is true, not to be, we would be, in the way.

20.

He would have, as they.

THE END.

